

2006 *Learn and Serve - Michigan Outstanding Service-Learning Awards*

Recognizing service-learning excellence in Michigan



A service-learning practitioner or teacher will be recognized for leadership and helping others expand service-learning activities



A K-12 service-learning program will be recognized for demonstrating innovation and excellence



A service-learning student will be recognized for demonstrating leadership in the development and implementation of service-learning in his/her district



A service-learning administrator will be recognized for demonstrating and helping support practitioners in the field through policy and resources

Service-learning is a way of teaching that connects learning with meaningful service to the community. Service-learning in Michigan has been taken to new heights over the past several years by educators, administrators, and nonprofit professionals. For this reason, the Michigan Community Service Commission (MCSC) is pleased to present the ***Learn and Serve - Michigan 2006 Outstanding Service-Learning Awards***. These awards recognize the very best in Michigan's service-learning community. Four awards will be given--one to a teacher/practitioner, one to an innovative service-learning program, one to a school administrator, and one to a student.

Nominations for these prestigious awards may be submitted by anyone familiar with service-learning philosophies, such as co-workers, school administrators, students, family, and friends. Self-nominations are also accepted.

NOMINATION PACKET

A completed Service-Learning Awards nomination packet contains the following components:

I. Nomination Cover Sheet

The Nomination Cover Sheet is one page single-sided. Please type or print neatly. The cover sheet may be duplicated or a computer generated likeness may be created.

II. Nomination Narrative

The Nomination Narrative is three single-sided pages and used extensively by the reviewers when selecting the award recipients. The narrative should be written specifically to the category for which the nominee is being nominated and should answer the questions outlined under "Nomination Narrative Information" in each category description. (See page 3 and 4 for details.)

The Nomination Narrative should be written using the following format:

1. Three pages (single-sided)
2. Typed or neatly printed
3. 12-point font or larger
4. Double spaced
5. One-inch margins

III. Reference Letters

Nominators should submit no more than three (3) letters of reference with the nomination packet. Supporting documentation received separately from the nomination packet will not be considered.

The reference letters should be provided from individuals/organizations to support the information provided in the nomination. Two of the letters should come from outside of the nominee's organization/school.

IV. Support Material

Innovative Program Award Only

One 8 1/2" x 11" page of supporting materials may be included in the nomination packet. This could include a newspaper article, photographs, brochure, etc. Audio or video tapes, display materials, scrapbooks, etc. will not be accepted. All supporting documentation must accompany the nomination form. Supporting documentation received separately from the nomination packet will not be considered. Supporting materials will not be returned.

NOMINATION DEADLINE

Nominations must be received by the Michigan Community Service Commission no later than **5:00 p.m. on Tuesday, November 29, 2005.**

SUBMITTING A NOMINATION

The nomination information should be arranged in the following order and stapled:

- 1) Nomination Cover Sheet
- 2) Nomination Narrative
- 3) Reference Letters
- 4) Support Material (Innovative Program Award Only)

An original and five (5) stapled copies of the nomination packet must be received by the MCSC no later than Tuesday, November 29, 2005. Mail to:

Michigan Community Service Commission
Outstanding Service-Learning Award
1048 Pierpont, Suite 4
Lansing, MI 48913

Fax and electronic forms will not be accepted.

SELECTION PROCESS

One award winner will be selected in each category by an objective panel of service-learning leaders.

NOTIFICATION

The MCSC will confirm receipt of nominations by email by Monday, December 5, 2005 if the nominator provides his/her email address on the nomination cover sheet.

The award winners will be selected and notified by Friday, January 6, 2006.

QUESTIONS?

Contact Tara Gilman at the MCSC
(517) 241-2553 or gilmant@michigan.gov

Award Categories

Administrator Award

The 2006 School Administrator Award will be presented to an administrator who has served as a model of leadership for service-learning. This awardee helps support practitioners in the field through policy and resources. S/he must have demonstrated a vision for service-learning and advanced the practice through education and advocacy.

Nomination Narrative Information for the Administrator Award

Please provide the following information in the Nomination Narrative (See page 2 for other details about the Nomination Narrative.)

- 1) Explain, with examples, how your nominee has served as a model of leadership, helping to support practitioners in the field through policy and resources.
- 2) Describe how your nominee has demonstrated a vision for service-learning.
- 3) Describe how the nominee has demonstrated an impact on the field of service-learning in a minimum of two of the following areas:
 - Policy development
 - Advocacy
 - Education
 - Professional development
 - Links to other school initiatives
 - Partnership development
 - Successful replicable program models

Innovative Program Award

The 2006 Innovative Program Award will be presented to a K-12 service-learning program that demonstrates innovation and excellence. The program should incorporate key elements of high-quality service-learning, and have a sustainable impact on the participants and the community. Nomination from K-12 service-learning programs in which the service-learning is part of the school curriculum may apply. Although the word "program" is used, nominations will be accepted for a particular "project" as long as it has a long-term impact. Programs and projects that are ongoing will receive priority.

Nomination Narrative Information for the Innovative Program Award

Please provide the following information in the Nomination Narrative (See page 2 for other details about the Nomination Narrative.)

- 1) Describe the program or project, including how it incorporated the key components of service-learning. Answer the following questions:
 - What community need is being addressed and how was it identified?
 - What service occurred in response to this need?
 - Did you partner with any groups or organizations in the community?
 - How was what you did linked to what students were learning in the classroom?
 - What methods did you use to reflect on the experience?
 - How did you evaluate the impact of the project on the student participants and the community?
 - How did you celebrate your work when it was done?
- 3) In what ways did youth act as leaders throughout the experience? (For example, conducted the interviews that assessed the community need, planned the project, etc.)
- 4) How did the program impact the young people who participated, and how did it continue to impact them afterward?
- 5) How did the project make a difference in the community, and how does it continue to make a difference? (Please include quantifiable data. For example: 253 flowers were planted; 562 meals were served)

Award Presentation

THE AWARD WINNERS WILL BE RECOGNIZED AT THE TENTH ANNUAL INSTITUTE FOR SERVICE-LEARNING WHICH IS BEING HELD AT UNIVERSITY OF MICHIGAN-FLINT ON FEBRUARY 16-17, 2006. TRAVEL, LODGING, AND CONFERENCE REGISTRATION WILL BE PAID FOR THE AWARD WINNERS.

Student Award

The 2006 Student Award will be presented to a student who has served as a model of leadership. The nominee must have demonstrated leadership in the development and implementation of service-learning in his/her district. The nominee must have demonstrated initiative and creativity in service-learning participation. This awardee must have engaged in service-learning that resulted in a positive impact on his/her school or community.

Nomination Narrative Information for the Student Award

Please provide the following information in the Nomination Narrative (See page 2 for other details about the Nomination Narrative.)

- 1) Explain, with examples, how your nominee has served as a model of leadership for other students engaged in service-learning.
- 2) Describe how your nominee has demonstrated initiative and creativity in their service-learning efforts.
- 3) Describe how the school and/or community has been impacted as a result of the student's involvement.
- 4) Describe how the student has been positively impacted by their involvement in service-learning.



Teacher/Practitioner Award

The 2006 Teacher/Practitioner Award will be presented to a teacher who has served as a model of leadership. This awardee also helps nurture others in the field to expand their service-learning knowledge and skills. The nominee must have demonstrated the ability to incorporate the essential elements of service-learning in practice, and have provided youth opportunities to lead and serve.

Nomination Narrative Information for the Teacher/Practitioner Award

Please provide the following information in the Nomination Narrative (See page 2 for other details about the Nomination Narrative.)

- 1) Explain, with examples, how your nominee has served as a model of leadership, helping to nurture others in the field to expand their service-learning knowledge and skills.
- 2) How has your nominee supported youth opportunities to lead and serve?
- 3) Describe how the nominee has demonstrated an impact on the field of service-learning in a minimum of two of the following areas:
 - Curriculum development
 - Links to other school initiatives
 - Partnership development
 - Successful replicable program models
 - Professional development
 - Policy development
 - Advocacy
- 4) Explain how your nominee linked service to what the students were learning in the classroom.

QUESTIONS?

Contact Tara Gilman at the MCSC
(517) 241-2553 or
gilmant@michigan.gov



2006 Learn and Serve - Michigan Outstanding Service-Learning Award Cover Sheet

Nominee

Administrator/Practitioner/Student/Teacher _____

(Circle one)

Mr. Ms.
Dr. Miss

Program/Project Name _____

(Innovative Program Award Only)

School/Organization _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone () _____ Best time to be reached at this number _____

Email _____

Innovative Program Award Nominees ONLY complete the following two items:

1) In what class(es) was this program tied to the curriculum? (e.g. 7th grade algebra)

2) Project Partners _____

Award Category

Please check the category of your choice. A nominee may be nominated in only one category.
See page 3 of this nomination form for assistance with choosing a category.

- ☐ Administrator Award
- ☐ Innovative Program Award
- ☐ Student Award
- ☐ Teacher/Practitioner Award

Elected Officials

Please indicate the nominee's United States and Michigan Senators and Representatives. If you need assistance, please call Constituent Services at (517) 335-7858.

District Number

Name

U.S. Representative

State Senator

State Representative

Nominator

Name

Mr. Ms.
Dr. Miss

Organization

(if applicable)

Address _____

City _____ State _____ Zip Code _____

Phone () _____ Email _____